



JOB DESCRIPTION

TITLE: Public Works Laborer
DEPARTMENT: Public Works

REPORTS TO: Public Works Director & Foreman
EEO JOB CATEGORY: Trade
DATE JOB DESCRIPTION COMPLETED: October 29, 2015
REPLACES JOB DESCRIPTION DATED: New Job Description

PURPOSE OF THIS POSITION: This is a laborers position that can perform a variety of skilled and unskilled duties related to maintaining the Townships Infrastructure facilities maintenance and repair. This position requires the applicant to perform manual labor in the maintenance and repair of Township Roadways, Parks, Storm and Sanitary sewer systems, Building Facilities and Grounds, Traffic and Street Lights and Snow Removal.

TYPICAL EXAMPLES OF WORK:

- Maintains and repairs Township Roads Township Roadways, Parks, Storm and Sanitary Sewers, Building Facilities and Grounds, Traffic Lights, Street Lights and Snow Removal.
- Position requires being available for overtime and respond to emergencies when called upon.
- Operate manual, pneumatic, and power maintenance tools.
- Repair and maintain roads with hot asphalt and hot sealing materials.
- Install street signs and traffic paint markings.
- Clean and repair storm and sanitary sewers.
- Salt and plow township roadways and facilities, shovel sidewalks.
- Remove trees and fallen limbs from roadways, trim back landscaping.
- Cut grass in township open spaces, trails and along township roadways.
- Operation of township vehicles, such as dump truck, pickup truck, front end loader and tractors.

- Operate public works equipment essential to the position, (shovel, broom, weed whacker, chainsaw, walk behind saw, line painting machine, etc.)
- Must maintain emergency responsiveness in the event of snow and ice, or any other weather related emergency.
- Successful candidate must be knowledgeable in construction techniques involving street and road construction and maintenance, storm and sanitary sewer maintenance and repair, able to operate Township Equipment and vehicles, including but not limited to CDL trucks, sewer jet & vacuum truck, roller, backhoe, skid steer, plate tamper, saws, pumps, compressor, generators, oil jacketed tar pot, snow removal equipment.
- This is a physically demanding position and the individual must be in good physical condition and be able to walk, crouch, climb and carry heavy objects for extended periods and be able to work in all types of weather conditions.
- The above are intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities and qualifications of this position. Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

- Practice and maintain safe equipment operations and safety knowledge of job responsibilities by adhering to departmental, local, State and Federal guidelines and laws.
- Ability to understand and follow instructions.
- Ability to sit and perform fine manipulation, climb, balance, stoop, kneel, crouch or crawl, occasionally.
- Ability to withstand exposure to weather, vibration, high noise levels, traffic hazards and dusty conditions, occasionally.
- Ability to work with moving machinery, slippery and uneven surfaces, confined spaces, and unprotected and protected heights, occasionally.
- Ability to work closely with others.
- Ability to be able to understand standard operating procedures and rules and regulations within the organization.
- Basic knowledge of electrical, construction, landscaping, carpentry, mechanics or other related skills, preferred.

NECESSARY OCCUPATIONAL TRAITS:

Basic knowledge of maintenance and construction techniques relating to, roadway construction and maintenance, traffic signal and street light operation and maintenance, storm and sanitary sewers, snow removal parkland and building maintenance and highway operations.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent, required.
 - Possession of a valid Pennsylvania Driver License, CDL Class A Preferred.
 - Prior municipal, construction or trade experience preferred.
 - Any equivalent of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.
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PHYSICAL DEMANDS & WORK ENVIRONMENT

While performing the duties of this job, the employee will be required stand, walk, climb ladders, use his or hands, to operate tools or reach objects. The employee is occasionally required to push, pull, lift or move objects the weigh in excess of 100lbs. While performing the essential duties of the position, the employee may be exposed to heights, dust, noise and moving parts. Due to the nature of the position the employee must be able to work in all weather conditions.

GENERAL SIGN-OFF:

Lower Gwynedd Township seeks a candidate with strong work ethic, positive attitude and desire to learn new skills. This is a full time position with excellent benefits and the salary will commensurate based on experience and qualifications. E-mail resume with past salary history, employment application, and three professional references to cmcanally@lowergwynedd.org or mail to Lower Gwynedd Township P.O. Box 625 1130 N. Bethlehem Pike, Spring House, PA 19477. Failure to submit all required information will automatically disqualify potential candidates.

The employee is expected to adhere to all Township Policies in the LGT Personnel Policies and Procedures while employed. The above statements are intended to describe the general nature and level work being performed by a person in this position. They are not intended as an exclusive list of all responsibilities, duties and skills required to perform the job.

I have read and understand the contents of this job description.

Applicant's Signature: _____ **Date:** _____

PRE-EMPLOYMENT BACKGROUND INFORMATION

For any candidate be advised that any acceptance of this or any position with Lower Gwynedd Township is with the understanding that the final appointment is contingent upon successful completion and passing of a criminal background investigation, drug and alcohol test, FBI Background check and physical. We will contact you as soon as all the background checks and pre-employment tests process have been completed. At that time, assuming successful completion of this process, we can determine the date when your employment will begin.

I have read and understand the pre-employment requirements for this position and agree to provide all necessary information including but not limited to driver's license and social security numbers, fingerprints and maiden (former) names I have been known as in the past.

Applicant's Signature: _____ **Date:** _____

PHYSICAL DEMANDS OF JOB

JOB TITLE: PUBLIC WORKS FOREMAN

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

1. In an 8-hour workday, this job requires the physical ability to: (Place an "x" for maximum capability for each activity.)

TOTAL AT ONE TIME:

A)	Sit	1	2	3	X	5	6	7	8	HOURS
B)	Stand	1	2	3	4	5	X	7	8	HOURS
C)	Walk	1	2	3	4	5	X	7	8	HOURS

TOTAL DURING AN ENTIRE 8 HOUR WORK DAY:

A)	Sit	1	2	3	4	5	X	7	8	HOURS
B)	Stand	1	2	3	4	5	6	X	8	HOURS
C)	Walk	1	2	3	4	5	6	X	8	HOURS

2. Job requires the physical ability to LIFT:

		NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A)	Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B)	11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C)	21-30 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D)	31-40 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E)	41-50 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F)	51-100 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to CARRY:

A)	Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B)	11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C)	21-30 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D)	31-40 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E)	41-50 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F)	51-100 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Job requires the physical ability to use HANDS for repetitive actions such as:

	SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	Yes	Yes	Yes
B) Left	Yes	Yes	Yes

4. Job requires the physical ability to use FEET for repetitive movements as in pushing and pulling of leg controls:

RIGHT Yes	LEFT Yes	BOTH Yes
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5. Job requires the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B) Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C) Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D) Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E) Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F) Driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G) Unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H) Being around moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I) Exposure to marked changes In temperature and humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J) Exposure to dust, fumes, and gas	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>